CEHEC-IM Office Memorandum 25-1-99	Department of the Army **U.S. Army Corps of Engineers** Washington, DC 20314-1000	OM 25-1-99 22 March 1999
	Information Management HQUSACE AUTOMATION HARDWARE AND SOFTWARE POLICY	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

DEPARTMENT OF THE ARMY   OM 25-1-99
US Army Corps of Engineers
CEHEC-IM   **Washington, DC 20314-1000**

Memorandum
No. 25-1-99   **22 March 1999**

Information Management
HQUSACE Automation Hardware and Software Policy

1. **Purpose**. This OM establishes policy, standards, and guidelines regarding the use of all automated equipment and software.

2. **Applicability**. This OM is applicable to all HQUSACE/OCE elements and contractor personnel or Aothers@ doing work for HQUSACE who require access to the HQ Local Area Network (LAN) to effectively accomplish their mission.

3. **Distribution Statement**. Approved for public release, distribution is unlimited.

4. **References**.

   a. AR 380-19, Information Systems Security

   b. AR 25-1, The Army Information Resources Management Program

   c. ER 25-1-74, Electronic Mail

   d. Memorandum, CECS, Migration to Microsoft=s Office97 Application Suite, 23 Mar 98

   e. IM Policy Memo 25-1-27, CEIM-P, Purchase of Computer Software for Personally Owned Microcomputers of Army Corps of Engineers Employees, 30 Mar 94

5. **Policy**.

   a. Restrictions. There will be no unauthorized/personal software loaded on any HQ user=s computer. An inventory check of the software contents of each user=s computer will be done regularly. If unauthorized software is found, it will be removed immediately.

   b. Retention. Retention of any software not currently authorized (see Appendix A), but essential to accomplish a specific mission, requires CEHEC-IM review and a recommendation to the Deputy Chief of Staff, Operations (DCS,O) for final approval.

   c. Home Use of HQ Hardware and Software.

(1) HQ Telecommuters must have a written agreement with their supervisor or office chief to use HQ equipment in accordance with the guidelines outlined in the appropriate regulation governing this issue. The HECSA-IM Help Desk will load and configure the user=s computer with the authorized software listed above and remote access, if needed. This configuration will require a two-day notice.

(2) Laptops and computer equipment requested for home use other than for official telecommuting purposes, must be authorized in writing by the user=s directorate or office chief. The HECSA-IM Help Desk will load and configure the user=s computer with the authorized software listed above and remote access, if needed. This configuration will require a two-day notice.

d. Assignment of Laptops. Each Directorate and Separate Office will continually review the usage and assignments of laptops included on all their property Hand Receipt Accounts (HRA). Laptops not permanently assigned to an individual will become part of a laptop loaner pool that can either remain in the control of the Directorate/Separate Office, or be combined with the CEHEC-IM Loaner Laptop Program.

e. Automation Procurements. All purchase requests for Automated Data Processing Equipment (ADPE) will be validated by the HQ ADP Store. This validation will require an e-mail addressed to HQ ADP STORE containing the following:

(1) item description with complete hardware/software configuration,

(2) name, title and position of primary user,

(3) justification for replacement/upgrade of existing equipment, the inclusion of a detailed impact statement if request is disapproved, and

(4) the barcode number of hardware being replaced, as well as the HRA point of contact (POC) name and telephone number.

f. The HQ ADP Store.

(1) The HQ ADP store will verify availability of compatible hardware to meet the user=s technical requirement. If appropriate hardware is available, it will be exchanged by the HECSA-IM Help Desk. An ENG Form 4900, Property Control Receipt will be used to transfer the property to the appropriate HRA.

(2) If the HQ ADP Store does not have appropriate hardware for the requirement, a purchase request will be processed in the Corps of Engineers Financial Management System (CEFMS), and the requester's e-mail will be forwarded to the DCS, 0 for final approval, with a courtesy copy provided to the requesting office. The DCS, 0 will indicate approval/disapproval of the purchase request via return e-mail to the requesting office.

(3) If the purchase request is approved by the DCS, 0 the requesting office will forward a copy of the approval to the DLL-HQ-ADP TECH APPROVE distribution list. The SUBECT of the message should contain the Purchase Request & Commitment (PR&C) number requiring CEFMS technical approval.

FOR THE COMMANDER:

1 Appendix
Authorized Software for HQ Use

ALBERT J. GENETTI, JR.
Major General, USA
Chief of Staff

Appendix A

Authorized Software for HQ Use

1. Operating Systems.
     Windows98
     Windows NT Workstation
     Windows for Workgroups (when required by legacy software)

2. Desktop COTS Applications.
     Office97 (Word97, Powerpoint97, Access97, Excel97)
     Outlook98
     Adobe Acrobat Reader
     Adobe Acrobat Exchange (PDFWriter, Distiller, etc.)
     Netscape (Navigator, Comunicator)
     Internet Explorer 4.01
     Form Flow 99/Form Flow 2.2
     Picture Tel
     Calendar Creator
     Carbon Copy
     Reachout
     PC Anywhere
     PKWare (zip, unzip, etc.)
     WS_FTP
     McAfee VirusScan
     Quick View
     Microsoft FrontPage 98
     Microsoft Project
     QIP

3. CORPS-Specific Applications.
     Vistacom
     Signaterm (J-Term, Net-Term)
     WinSig
     FTP On-Net TCP/IP
     CEFMS
     PBAS
     REMIS/RFMIS
     APPMS

Appendix A (continued)

MAXCESS (Library System)
MMD
TOAGX
ITIPS/RSMS
FUDS
HQACPERS
SAC